Gateway User Guide

Form 4B

BUDGET ESTIMATE, FINANCIAL STATEMENT AND PROPOSED TAX RATE

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Form 4B Overview

Form 4B presents a comprehensive look at the unit budget through a financial statement. This form is sometimes referred to as the "16-line statement." It presents a fiscal plan for the entire 18-months budget cycle (the six months before the budget year and the twelve months of the budget year).

There are three sections to this form. The first section lays out the expenses that the unit expects to have over the 18-month cycle. The second section lays out the resources (other than property tax) that the unit expects to have to support the expenditures in section one. The third section contains the fiscal policymaking of the unit. It contains the property tax levy, the tax rate, and the addition to or subtraction from the unit's operating balance that the unit has decided upon.

Accessing the Form 4B

First, navigate to the Budget Form Menu by selecting the unit and then clicking "View Forms, Enter and Edit Budgets."
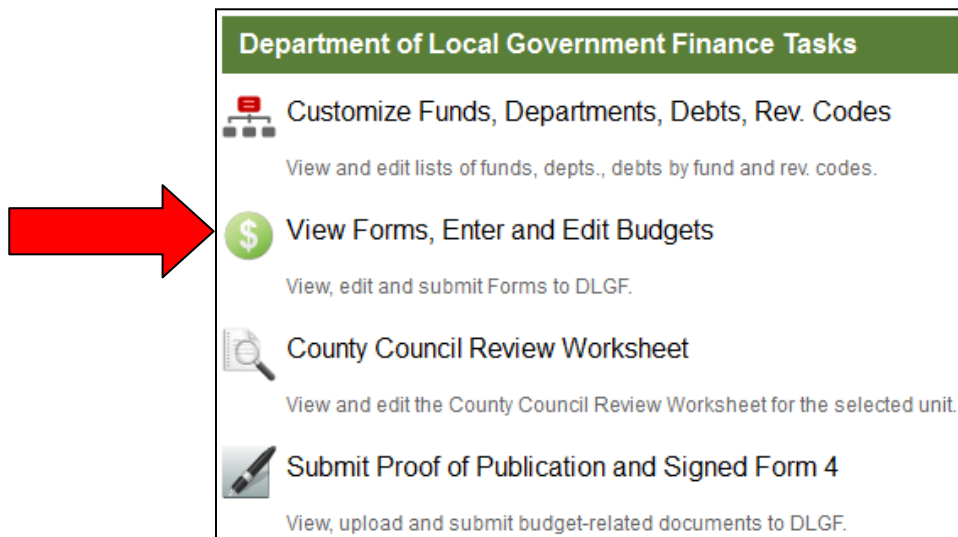
From the Budget Form Menu, click on "Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate" and then select link on the left side of the Form 4B box that says "Click to edit form."

Ensuring Proper Options are Available on the Form

The availability of Form 4B is based upon the unit customization of fund list. At the top of Form 4B is a fund selection drop down menu. To ensure that the proper number and type of forms are available, please be sure that all the necessary funds have been added in the "Customize Funds List" of the "Customize Unit Menu." For assistance with adding a fund, please see the "Adding Funds, Departments, and Connecting Funds and Departments" user guide.

Entering Data on the Form 4B

For each line of the financial statement, Form 4B collects two pieces of information: the published amount and the adopted amount. Each fund on the Form 4B also collects the net assessed value.

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

Select Fund:

0005 - CASINO/RIVERBOAT

The selected fund does not currently have data in both published and adopted columns.
Form 4B requires data in both published and adopted columns for all non-home-ruled funds before it can be marked
'Ready to Submit'.

Net Assessed Value $ 0

Click Here to Insert Finan. Wksht, Debt Wksht. Form 2 & Form 4a published amounts

Click Here to Insert Finan. Wksht, Debt Wksht. Form 2 & Form 4a adopted amounts

Warning: If there is currently no data in this unit's Financial Worksheet, Debt Worksheet, Form 2 or Form 4a, filling from those forms can result in zero fill values and lost data. To avoid this, please only use the 'Click here to Insert' buttons once these related forms are completed.

Funds Required For Expenses To December 31st Of Incoming Year	Published Amount		Adopted Amount
1. Total budget estimate for incoming year	$ 0		$ 0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	$ 0		$ 0
3. Additional appropriation necessary to be made July 1 to December 31 of present year	$ 0	Copy	$ 0
4. Outstanding temporary loans: a). To be paid not included in lines 2 or 3	$ 0		$ 0

The **Published Amount** is the amount that is proposed at the beginning of the budget process and published in the newspaper. The **Adopted Amount** is the amount that is approved by the fiscal body and adopted by ordinance or resolution.

Regardless of how you choose to complete Form 4B, three of the lines are calculated automatically within Gateway. They are Line 5, Line 9, and Line 10. **These lines will not have a data entry option.**

Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Published Amount		Adopted Amount
6. Actual cash balance, June 30 of present year (including cash investments)	$ 20,000		$ 0
7. Taxes to be collected, present year (December settlement)	$ 60,000		$ 0
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File): a). Total Column A Budget Form 2	$ 400	Copy	$ 0
b). Total Column B Budget Form 2	$ 400		$ 0
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b)	80,800		$ 0
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line from 5)	$ 17,700		$ 0

To populate Line 5, Line 9, and Line 10, enter data in the other lines then click "Save" and Gateway will calculate them based on the other information entered.

Form values saved a   . Save

Other lines in Form 4B have multiple options for completion. The following sections detail the available options.

Completing Form 4B through Direct Data Entry

The most basic choice for completing Form 4B is to fill in each of the values manually.

If you wish to manually enter the data, disable the Gateway Calculator by indicating "I want to make my own calculations for this Form 4B."

The first step in completing Form 4B through direct data entry is typing in the Net Assessed Value on the top right-hand side of the form.

Fill in each of the values (excluding Line 5, Line 9, and Line 10). Click "Save" at the bottom of the form to save the values entered.

Using the Auto-Fill Option

Through the auto-fill option you will still need to manually type in the "Net Assessed Value" on the top right-hand side of the form. Select "Save" to ensure you have saved the NAV that was entered.
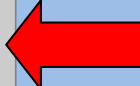
Provided that the Form 2, 4A, Current Year Financial Worksheet and Debt Worksheet amounts have been entered into Gateway, some lines of Form 4B will be populated from the other forms. For example, Line 1 of Form 4B can populate from Form 4A, while Line 8a and Line 8b can populate from Form 2. To take advantage of this tool, click the button at the top of the column that says "Click Here to Insert Financial Worksheet, Debt Worksheet, Form 2 and Form 4A published amounts." This will fill in Line 1, 2, 3, 4a, 4b, 6, 7, 8a, and 8b of the published column on Form 4B.

The second column can be completed in the same way by clicking the button that says, "Click Here to Insert Financial Worksheet, Debt Worksheet, Form 2 and Form 4A adopted amounts."

The remaining lines will need to be filled in directly (excluding Line 5, Line 9, and Line 10). Click "Save" at the bottom of the form to save the values entered.

Using the Gateway Calculator

The default option for Form 4B is "I want to make my own calculations for this Form 4B." However, there is a very helpful tool contained within this form called the Gateway Calculator.

This tool will help complete Lines 11, 12, 13, 14, 15, 16, and 17 based on the policy decision you indicate. Your policy decision may be: (1) to specify the amount of increase or decrease you have chosen for your operating balance, (2) to specify the property tax levy you want to impose, or (3) to specify the property tax rate you want to impose.

To use the Gateway calculator, you must complete the following steps:
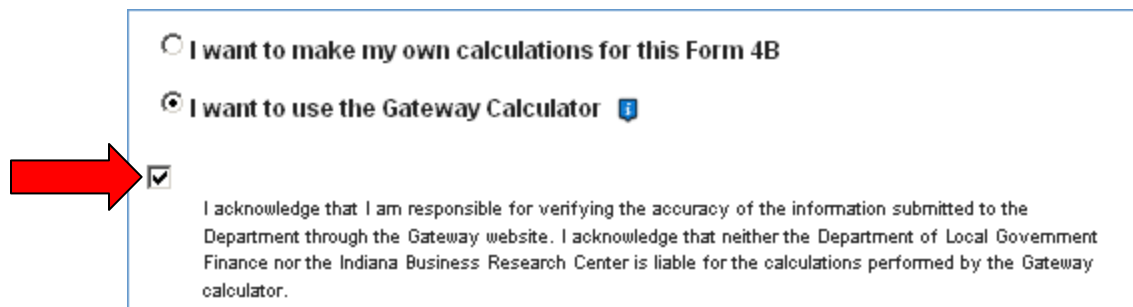
- First, change the selection from "I want to make my own calculations for this Form 4B" to "I want to use the Gateway Calculator."

- Second, click the check-box to indicate your agreement to the acknowledgement statement. This ensures you are taking responsibility for the values that are submitted through Gateway.
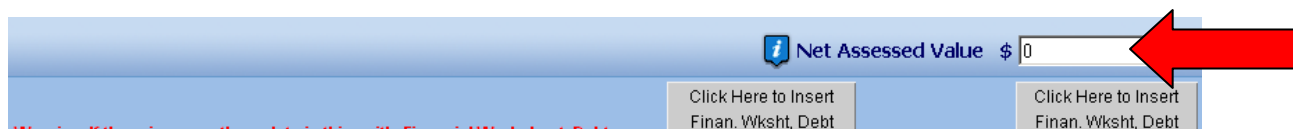
- Third, check to verify that a Net Assessed Value amount has been entered at the top of the form.

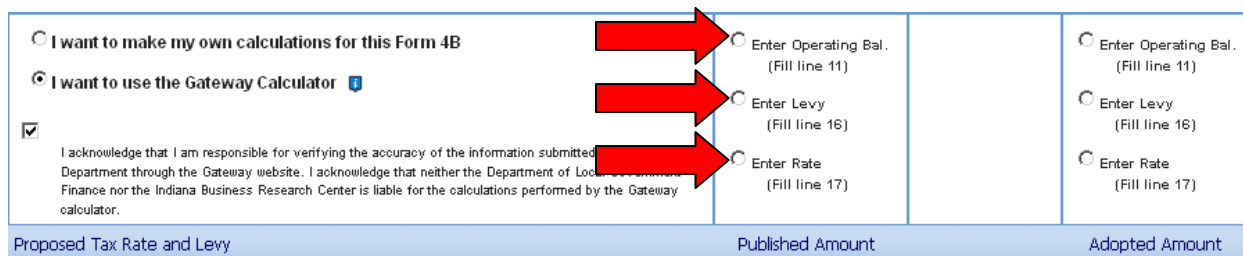- Finally, click the type of policy decision you wish to indicate. Choose from entering an operating balance (on Line 11), entering a levy (on Line 16), or a tax rate (on Line 17).

The calculator is now fully functioning. Enter the value you desire on the appropriate line, based on your selected policy driver (operating balance, levy, or tax rate). You will also want to enter your Property Tax Replacement Credit from Local Option Tax in Line 13a and the Operating LOIT in Line 13b.

Once you have entered your values, click "Save" and Gateway will calculate the rest of the third section (Lines 11, 12, 14, 15, 16, and 17) for you.

You may still edit values that have been computed by the Gateway Calculator. However, as long as the Gateway Calculator is enabled (indicated by the active selection of "I want to use the Gateway Calculator"), clicking "Save" will overwrite any changes other than the relevant line in which the policy decision was entered. You may turn off the Gateway Calculator at any time by clicking "I want to make my own calculations for this Form 4B." This will retain the values that have been calculated already. **Any edits you make after disabling the calculator will be saved exactly as you entered them.**

Completing Form 4B in Stages

Since units propose budget figures at the beginning of budget season and adopt them months later, published values may be completed first and then adopted values later returned to and completed. To save time and data entry during the second stage, Gateway offers a "Copy" button. Clicking this will copy the published column to the adopted column.

New to Gateway for 2014 is the "Click to Copy All Published Amounts to Adopted for All Funds" button located at the top of the form. Additionally, the blue arrow "Copy" buttons that are set up independently for each of the three sections of the form remains for use. This provides flexibility in how the adopted column is completed.

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

However, values may still be edited after they fill over when using the copy buttons. This option will be particularly helpful for those units that have not made any changes from the published amounts.

The first section can be filled entirely using the copy button, filled partially by using the "Click Here to Insert Financial Worksheet, Debt Worksheet, Form 2 and Form 4A adopted amounts" button, or entered directly.

Likewise, the second section can be filled entirely using the copy button, selecting the "Click Here to Insert Financial Worksheet, Debt Worksheet, Form 2 and Form 4A adopted amounts" button, or entered directly. This option is useful in the event that the budget amount in Line 1 changes but the sources/revenues in the second section remain unaffected.

The third section can be completed using the "Copy" button or by using the Gateway Calculator. Note that the Gateway Calculator for the adopted column operates separately from the published column. This means that you can make policy decisions differently for the adopted amounts while still relying upon the Gateway Calculator.

Signing the Form Electronically

At the bottom of Form 4B, there is a box for users to place an electronic signature on the form. Only the user with submission rights will see the signature box.

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent to the person with submission rights via email. You may contact the DLGF at gateway@dlgf.in.gov or at (317) 232-3777 in the event that you have lost or not received a PIN code. Once you select "Sign and Date Form", today's date will automatically populate the date field.

Once you see the red text stating "Form signature values saved," you have successfully signed Form 4B.

Marking the Form "Ready to Submit"

At the bottom of Form 4B and all other forms you will notice the Ready to Submit status boxes. Before you complete the form you will notice a grey box titled "Not Ready to Submit."

The budget forms have a feature built in called validation. This does not allow the form to be marked as Ready to Submit, or be submitted until the required fields are completed. Validation will help prevent some commonly found errors in previous years. Under a closer look, you will notice that the box states,

"You will be able to mark this form as 'Ready to Submit' once amounts have been entered in both ***'Published' and 'Adopted'*** *columns and the form has been* **signed** *with a valid four-digit PIN."*

Once information has been entered in the published and adopted columns, and you have signed the form with your PIN, the yellow Ready to Submit option will appear. This gives users the ability to mark the form as ready to submit by clicking on the check box. You will not want to check this box until the published and adopted amounts columns are entered for all funds.

Once this box is checked, the box will turn green and the form will now be marked as Ready to Submit. Form 4B can still be edited until it is submitted.

Note that after Form 4B has been marked as "Ready to Submit," Form 4B under the Budget Form Menu now shows a green submit option.

Once Form 4B is complete and no further changes will be needed, click on the green "Click to submit completed form to DLGF" button. A pop-up box will appear confirming submission of the form. If you are ready to submit, simply press "OK."

As noted below, Form 4B on the Budget Form Menu will now appear green and will now only be available in "read only" form.

A form may no longer be edited once it is submitted. If a form has been submitted by mistake, please contact the Department at gateway@dlgf.in.gov or at (317) 232-3777.

Viewing and Printing the Form

At any point, Form 4B can be printed directly from Gateway. Click the button at the top-left corner of the form that reads, "Click Here for Print/Viewing Options." Next click on the link that reads, "Print/View Form 4B for Currently Selected Fund in PDF Format."
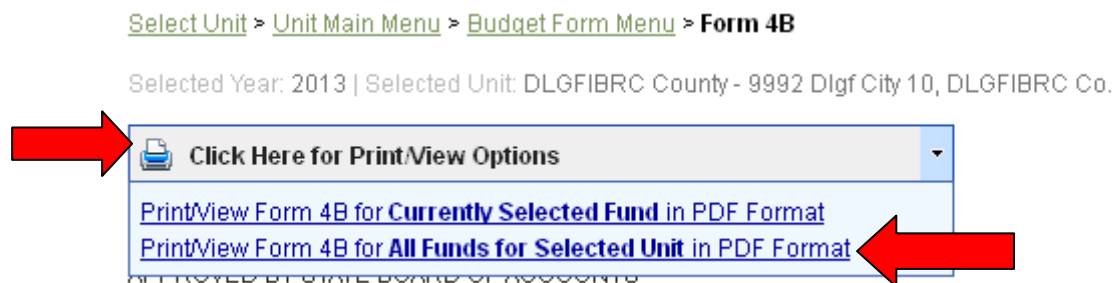
Once the page appears in a new window, simply click on the printer icon on the top left hand corner to print. The form may also be saved as a PDF which can be emailed or posted to a website.
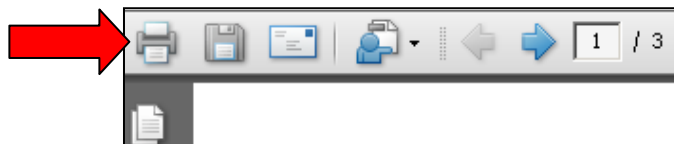
Congratulations! You have successfully submitted Form 4B. Please see our other user guides for assistance with other forms. If you have any questions, please contact the Department at gateway@dlgf.in.gov or at (317) 232-3777.